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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief of Logistics

DATE: 30 April 1953

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report--20 April through 25 April 1953.

1. GENERALa. Field Trip by Acting Chief, Transportation Division

(1) A trip was made by the Acting Chief, Transportation Division, in the company of Mr. [REDACTED], Administrative Staff, Deputy Director (Plans) to New York City. A report on this trip was submitted to Director, Central Intelligence through the Chief of Logistics and Deputy Director (Administration). The purpose of the trip was to visit various activities in that area which are involved in the movement of general cargo, personal baggage, household effects and privately owned automobiles for this Agency. Those

with specifications for processing automobiles so that he may furnish these specifications to the commercial firms who process the vehicles.

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(b) When incoming shipments arrive prior to notification, the circumstances in each case will be reported to the operating division concerned. Arrangements have already been made and placed into effect whereby incoming shipments will be picked up promptly and placed in our depots if forwarding instructions have not been received.

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(c) Check into the method being used by [REDACTED] Inc., to determine if the cubic measurements are excessive in relation to weights and then take further action, if appropriate, to protect the Agency's interests.

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(d) Complete the paper on working arrangements with [REDACTED] and get the concurrences of General Counsel, Comptroller and the Contracting Officer and then forward the paper to [REDACTED]

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(e) Continue to follow up on existing arrangements to insure that appropriate action is taken to expedite the movement of outbound shipments to overseas and that prior plans are made to handle promptly all incoming shipments from overseas.

b. Preparation of Agency Regulations

Numbers were assigned to Agency Regulations being written and a report of the assignment of numbers submitted to Chief, Administrative Staff.

2. PROJECTS AND STUDIES IN PROCESS

a. Investigation of Backlogs

An investigation is in process into the action necessary on each cargo currently backlogged. Upon completion of this action, the backlogs will have been cleared.

3. OTHER ITEMS OF INTEREST

None

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

None

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TD/PC/MM:em (29 April 1953)

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